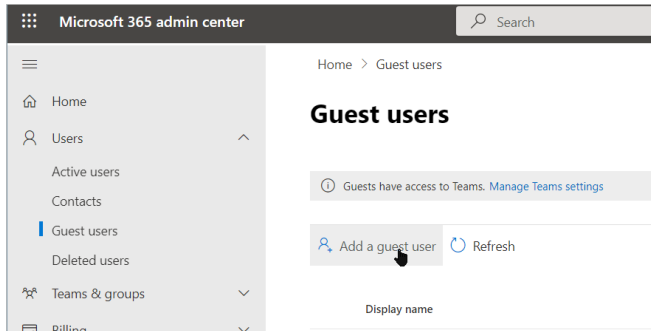


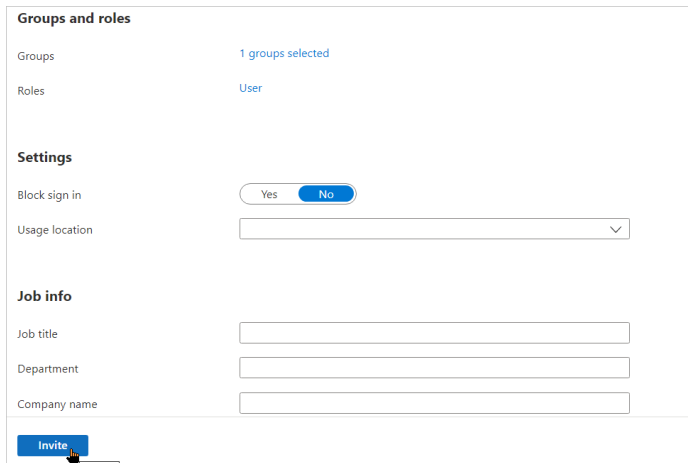
# Add an External Guest User

An external guest user can be added to your Microsoft 365 tenant and Power Platform environment to allow the user access to the BrightWork 365 app.

1. Navigate to the Microsoft 365 Admin Center at <https://admin.microsoft.com/>.
2. Expand **Users** and click **Guest users**.
3. Click **Add a guest user**.



4. Select **Invite User** and fill out the form.
5. Scroll down, click **Groups** and add the user to the security group for the environment that contains your BrightWork 365 solution.
6. Click **Invite** - the user will receive an invite.

A screenshot of the 'Groups and roles' configuration form. The 'Groups' section shows '1 groups selected'. The 'Roles' section shows 'User'. Under the 'Settings' section, there is a 'Block sign in' toggle set to 'No' and a 'Usage location' dropdown menu. The 'Job info' section contains input fields for 'Job title', 'Department', and 'Company name'. An 'Invite' button is located at the bottom left of the form.

7. Provide the user with either a Power Apps Premium/Power Apps per user license (preferred) or Power Apps per app license. If the user needs access to Power BI reports and does not have their own Power BI Pro license, then you will need to also provide them with a Power BI Pro license.
8. Navigate to <https://admin.powerplatform.microsoft.com/>, open the relevant environment and add the user. Grant the user any **security roles** needed for their interaction with the BrightWork 365 app. Note that all **BrightWork 365 licensing** rules will apply to the guest user.

**Note** If you encounter technical issues with this process, check with your internal IT group for any related restrictions that might be in place for your organization.

